



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received <b>2-1-73</b>	Application # <b>93,94</b> Completed <b>73-837</b> FEB 27 1973
3. AGENCY, Division, Subdivision & Administering Office Address  Office of the Governor Executive Staff Division (Fiscal and Mails) State Capitol 107		4. Person to Contact  Richard Walters	
		5. Working Title Special Asst. to Gov.	6. Tel. No. 656-1713

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series January 1971-	9. Exact Series Title General Fiscal and Correspondence Files
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10. What is the function of the office in which this record series is created?

This office provides supporting services for the operation of the Executive Department. The Executive Staff Division headed by the Executive Secretary provides a broad variety of staff services. This staff schedules the Governors appointments, answers his correspondence, and provides general fiscal and office services. Various staff members provide liaison with the Legislature, agency heads, and the public, as well as occasionally representing the Governor at functions which he is unable to attend. The staff also undertake and execute special projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

See Separate Series Descriptions and Disposition Recommendations

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	23.4	35.1					
Legal-size File Drawers	5	10	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
15 books		.7	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☐ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☐ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☐ NO
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept See attached years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See attached list, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>R. J. Walker</u> / Date <u>1/29</u>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<u>Timmy Carter</u>		<u>1/29/73</u>
	State Auditor/Designee	<u>William M. Dixon</u>		<u>2-9-73</u>
	Secretary of State/Designee	<u>Carroll West</u>		<u>2-6-73</u>
	Attorney General/Designee	<u>R. W. Shell</u>		<u>2-26-73</u>
STATE RECORDS COMMITTEE				

# Records Retention Schedule

## EXECUTIVE DEPARTMENT Office of the Governor

The Governor of Georgia is responsible for all executive actions necessary to carry out the laws of the State of Georgia. He initiates new legislation and implements innovative programs designed to better serve the citizens of Georgia. He is responsible for insuring state security and public order. He commands the National Guard and state militia. He appoints all officers and may fill vacancies in any office unless otherwise provided by law. He may exercise extraordinary executive powers such as those to convene the General Assembly, to veto legislation or to suspend criminal executions.

Appl

No

73-83

### Description

GOVERNOR'S SUBJECT FILES - Documents relating to all areas of responsibility and interest of the Governor. Included are correspondence; memos; directives and supporting papers between the Governor and private citizens, county and local officials; state agency officials; officials of other states; the federal government; private organizations; persons overseas; the Governor's activity schedules. The file is arranged: Correspondence: by category of correspondent, thereunder chronologically. Activity Schedules: chronologically by week.

### Disposition

Cut off file at end of each calendar year; then hold in current files area until end of term of Governor; then retire to State Archives. Earlier retirement is authorized. APPROVED: 02/27/73.

EXECUTIVE DEPARTMENT  
Executive Staff Division

The Executive Staff Division, headed by the Executive Secretary, is responsible for providing a broad variety of staff services. The Division schedules the Governor's appointments; answers his correspondence; provides general, fiscal and office services. The Division also provides liaison with the State Legislature, agency heads and the public as well as occasionally representing the Governor at functions which he is unable to attend. The Division maintains a research section which undertakes and executes special projects.

~~App1~~~~No~~~~Description~~~~Disposition~~

~~73-35 - EXECUTIVE CENTER SUBJECT FILES - Documents relating to the activity schedules of the Governor and his family and the operation of the Executive Center. Included are plans of events; schedules; invitations; related correspondence; requests for interviews; memos; Executive Center policies; procedures and inventories. File is arranged by correspondence; alphabetically by County; alphabetically by subject.~~

~~Cut off file at end of each calendar year; then hold in current files area until end of the Governor's term; then retire to State Archives. Earlier disposition is authorized.~~  
~~APPROVED: 02/27/73.~~

73-93 CASH DISBURSEMENTS JOURNAL FILE - Documents relating to fiscal control. Included are entries of individual disbursements or receipts of cash or blocks of receipts and disbursements. File is arranged in sections: payroll; voucher; cash. File before 1968 was strictly chronological.

Cut off file at end of each fiscal year; then hold in current files area 1 year beyond end of term of Governor; then retire to State Archives.  
APPROVED: 02/27/73.

73-94 FISCAL SUBJECT FILES - Documents relating to documentation of fiscal services. Included are credit union minutes; descriptive schedules of equipment purchases; Southern Governor's Conference freight rate committee funding documents; federal reserve special custody correspondence; documents relating to artworks on loan. File is arranged alphabetically by subject.

Cut off file at end of term of Governor; then retire to State Archives.  
APPROVED: 02/27/73.